

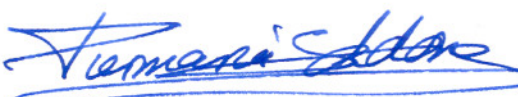


Fermi National Accelerator Laboratory  
P.O.Box 500 • Batavia, IL • 60510-0500  
630-840-3211 FAX 630-840-2900

Director's Office

March 30, 2006

TO: Directors, Division/Section Heads & Distribution

FROM: Pier Oddone 

SUBJECT: Implementing Initial Phase of the Lab Reorganization.

Effective April 1, 2006, the first phase of the Laboratory reorganization plan will take effect. This phase involves the support functions as I have outlined previously. The titles of Associate Director for Administration and Operations Support will cease to exist and be replaced at the same organizational level with the Chief Operating Officer and Chief Financial Officer titles. Bruce Chrisman will serve as the COO and we are well into the search for the CFO. Until a new CFO is in place Bruce will continue to fill that role on an acting basis. Jed Brown will remain at the Laboratory through May, primarily assisting Bruce with the transition of FESS to the new COO function. I would like to take this opportunity to again thank Jed for the excellent service he provided to Fermilab during his tenure.

In order to assist in understanding the new structure I have attached the organization charts that will become effective on April 1. Further, I wish to highlight some of the salient features of the charts.

On the overall Laboratory chart the departmental organizations for the new CFO and COO offices are shown, along with the new reporting relationship for ES&H. ES&H will be structured much as it is today, but with some operational functions, namely Site Security and the Fire Department, reporting to the BSS Head.

Reporting to the CFO will be the current Accounting and Business Systems Departments in BSS and the Budget Office in the Directorate. The reporting relationships of the field financial managers will remain as they are today.

The COO organization involves several changes. The safety officer function for BSS, FESS, and LSS will be centralized reporting directly to the COO and be matrixed to the Sections.

For BSS, Visual Media Services, Information Resources and Accommodations will now report to the BSS Head. An exception to this is that the Users Office will remain in LSS. As noted above Site Security and the Fire Department will also report to the BSS Head. The Records Management function and Laboratory Archives, currently in the Directorate, will report to Information Resources in BSS. All of travel, including foreign travel, will be centralized in the

BSS travel function. This last transition may take a while to implement given the recent new Office of Science requirements placed on travel but we need to begin this process. The current procedures will remain in place while processes are reassessed by BSS. These changes are highlighted on the new BSS organization chart.

Within LSS, other than the parts moving to BSS outlined above, other changes are that Day Care will report to Benefits Administration and a new department will be formed for International Services, the Users Office and Visas. The International Services Office will address issues involved with the increasing number of lab employees located overseas, primarily at CERN.

FESS will remain as it is today other than the change involving the fully matrixed safety function.

Distribution:

G. Mitchell  
F. Ulrich  
H. O'Connell  
J. Hawkins  
W. Flaherty  
J. Steinhoff  
M. Dixon  
P. Oleck  
D. Vago  
M. Snyder  
P. Hedrick  
A. Kolb

cc: J. Livengood